

## LANCASTER COUNTY QUALITY ASSURANCE COORDINATOR

### NATURE OF WORK

This is professional nursing work determining the overall effectiveness and quality of resident care within a county operated nursing facility.

Work involves development, coordination and evaluation of the quality and appropriateness of resident care services; creating monitoring tools for the purpose of internal audits of service provision and policy adherence; coordinating staff training needs as they relate to quality assurance activities; assisting with analyzing and updating standards of nursing practice within the facility; reviewing resident incident/accident reports and making recommendations for corrective action as appropriate. An employee in this class will be expected to exercise independent judgment and personal initiative within the framework of established departmental, State and Federal policies and regulations. Supervision is received from the Nursing Director with work being reviewed in the form of reports, conferences, and program effectiveness.

### EXAMPLES OF WORK PERFORMED

Develop and coordinate a facility-wide quality assurance program which evaluates the quality and appropriateness of resident care services; analyze data and prepare related reports for administrative and oversight agency review/requirements.

Establish and update monitoring tools for the internal audit of those divisions providing resident care services, i.e., Nursing Services, Food Service, Social Services, and Activities; assist with analyzing and updating standards of nursing practice within the facility; review resident incident/accident reports and make recommendations for corrective action as appropriate.

Promote and ensure facility compliance with applicable federal and state regulations related to quality assurance.

Coordinate staff training needs pertaining to quality assurance activities; disseminate quality assurance information to staff as relates to work performed.

Serve as member of the facility Quality Assurance Committee.

### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of professional nursing principles, practices, and treatment methodologies.

Considerable knowledge of the aging process and the delivery of nursing services in a nursing facility.

Considerable knowledge of the principles of disease prevention and infection control as applied to the operation of a nursing facility.

Considerable knowledge of the various types of equipment utilized in the delivery of nursing services.

Considerable knowledge of state and federal regulations pertaining to a licensed nursing facility.

Ability to read and interpret federal, state and local statutes and standards related to health care quality assurance.

Ability to communicate effectively both orally and in writing, including presentations and reports.

Ability to identify specific training needs and provide training for staff within the parameters of an established quality assurance program.

Ability to design and execute service provision audits and collect and analyze resultant data.

Ability to establish and maintain effective work relationships with residents, co-workers, inspection officials and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school of nursing accredited by the National League of Nursing with a Diploma of Nursing plus considerable experience in the supervision and delivery of nursing services or the development and implementation of a quality assurance program within a licensed nursing facility or similar health care facility.

#### MINIMUM QUALIFICATIONS

Graduation from a school of nursing accredited by the National League of Nursing with a Diploma of Nursing plus experience in the supervision and delivery of nursing services within a licensed nursing facility or similar health care facility or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills and meets licensure requirements.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

Revised 8/97

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